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27 Sept 54

MEMORANDUM TO: Colonel White

SUBJECT : Administration of Travel and Transportation

1. To adequately discharge its responsibilities, as outlined in Paragraph 15 of Agency Regulation [redacted] which states "The Chief of Logistics is responsible for transportation of personnel, equipment, and supplies", the Chief of Logistics needs the following operational travel data on a monthly basis:

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- a. Number of persons traveling.
- b. Number and value of transportation requests issued for travel.
- c. Cash advances authorized for shipment of baggage.
- d. Monthly expenditures for transportation, broken down by carrier.

2. At the present time there is no administrative directive or other instruction which authorizes the Logistics Office to obtain this data from the Central Processing Branch, Office of Personnel. To meet this situation, Logistics has prepared for your signature, a memorandum for the Assistant Director for Personnel requesting that this information be furnished each month. Attached to the memorandum are proposed forms to be used by the Central Processing Branch for the reporting of this operational data.

3. Signature is recommended on the memo in order that the machinery for reporting this type of information may begin to operate.

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